

## **Business License Resource Sheet**

*Go to any of these offices to obtain or file a Master Business License Application:*

### **Department of Licensing**

#### **Master License Service**

405 Black Lake Boulevard  
PO Box 9034  
Olympia, WA 98507-9034  
Tel: (360) 664-1400  
Fax: (360) 753-9668  
Monday through Friday (PST)  
8 a.m. to 5 p.m.  
[www.wa.gov/dol/bpd/buslic.htm](http://www.wa.gov/dol/bpd/buslic.htm)

#### Aberdeen

#### **Department of Labor and Industries**

415 W. Wishkah, Suite 1-B  
Tel: (360) 533-8200

#### **Department of Revenue**

110 West Market  
Tel: (360) 533-9312  
Closed Tues & Thurs, and  
from 11:30am to 12:30 p.m.

#### Bellevue

#### **Department of Labor & Industries**

616 120<sup>th</sup> Avenue NE #C-201  
Tel: (425) 990-1400  
*Note: Master Business License Applications  
accepted only between 9 a.m. and 12 p.m. at  
this location.*

#### **Employment Security Department**

1530 140<sup>th</sup> Ave NE, Suite 100  
Tel: (425) 649-4388

#### Bellingham

#### **Department of Labor and Industries**

1720 Ellis Street, Suite 200  
Tel: (360) 647-7300

### **Department of Revenue**

1904 Humbolt St, Suite A  
Tel: (360) 676-2114  
Closed 11:30 am to 12:30 pm

### **Employment Security Department**

220 Grand Street  
Tel: (360) 676-2070

#### Bremerton

#### **Department of Labor and Industries**

500 Pacific Avenue, Suite 400  
Tel: (360) 415-4000

#### **Department of Revenue**

4841 Auto Center Way, Suite 201  
Tel: (360) 478-4961  
Closed 11:30 am to 12:30 pm

#### Colville

#### **Department of Labor and Industries**

298 S. Maine, Suite 203  
Toll free: 1-800-509-9174

#### Everett

#### **Department of Labor and Industries**

729 100<sup>th</sup> St. SE  
Tel: (425) 290-1300

#### **Department of Revenue**

11627 Airport Rd, #B  
Tel: (425) 356-2911

#### **Employment Security Department**

840 N Broadway  
Bldg B, Suite 410  
Tel: (425) 339-5030

Kennewick

**Department of Labor and Industries**

500 N. Morain, Suite 1110

Tel: (509) 735-0100

**Department of Revenue**

22 W. Kennewick Avenue

Tel: (509) 585-1501

**Employment Security Department**

6515 W. Clearwater, Suite 238

Tel: (509) 734-7001

Longview

**Department of Labor and Industries**

900 Ocean Beach Highway

Tel: (360) 575-6910

Moses Lake

**Department of Labor and Industries**

3001 W Broadway

Tel: (509) 754-6900

Mount Vernon

**Department of Labor and Industries**

525 E College Way, Suite H

Tel: (360) 416-3000

Olympia/Tumwater

**Department of Labor and Industries**

7273 Linderson Way SW

Tel: (360) 902-5799

**Department of Licensing**

405 Black Lake Blvd, Bldg 2

Tel: (360) 664-1400

**Department of Revenue**

2735 Harrison Avenue (Target Place) or

General Administration Building

11<sup>th</sup> & Columbia, Room 405

Tel: (360) 786-6100

Toll free: 800-647-7706

**Employment Security Department**

3738 Pacific Avenue SE

Tel: (360) 407-5145

**Secretary of State (Corporations Div.)**

801 Capital Way S

Tel: (360) 753-7115

Okanogan

**Department of Labor & Industries**

1234 Second Avenue S

Tel: (509) 826-7345

Port Angeles

**Department of Labor and Industries**

1605 E Front St, Suite C

Tel: (360) 417-2700

**Department of Revenue**

734 First St, Suite B

Tel: (360) 457-2564

Closed Tues, Thurs, & 11:30-12:30

Pullman

**Department of Labor and Industries**

1250 Bishop Blvd SE, Suite G

Toll free: 800-509-0025

Renton/Tukwila

**Department of Labor and Industries**

12806 Gateway Dr (Tukwila)

Tel: (206) 248-8240

**Department of Revenue**

919 SW Grady Way #150 (Renton)

Toll free: 800-647-7706

Seattle

**Department of Labor and Industries**

300 West Harrison Street

Tel: (206) 281-5400

**Department of Revenue**

2101 4<sup>th</sup> Avenue, Suite 1400

Tel: (206) 956-3002

**Employment Security Department**

8746 Mary Avenue NW

Tel: (206) 706-3801 or

200 SW Michigan, Suite 202

Tel: (206) 766-6300

Spokane

**Department of Labor and Industries**

901 N Monroe #100

Tel: (509) 324-2600

**Department of Revenue**

4407 N Division, Suite 300

Tel: (509) 482-3800

**Employment Security Department**

132 S Arthur St, Second Floor, Room E

Tel: (509) 532-3090

Tacoma

**Department of Labor and Industries**

9050 Broadway, Suite 200

Tel: (253) 596-3800

**Department of Revenue**

3315 S 23<sup>rd</sup> St, Suite 300

Tel: (253) 593-2722

**Employment Security Department**

1305 Tacoma Avenue S #304

Tel: (253) 593-7380

Vancouver

**Department of Labor and Industries**

312 SE Stonemill Dr, Suite 120

Tel: (360) 896-2300

**Department of Revenue**

8008 NE Fourth Plain, Suite 320

Tel: (360) 260-6176

**Employment Security Department**

5411 East Mill Plain Blvd

Bldg #3, Suite C

Tel: (360) 735-5050

Walla Walla

**Department of Labor and Industries**

1815 Portland Avenue, Suite 2

Tel: (509) 527-4437

Closed noon to 1pm.

East Wenatchee

**Department of Labor and Industries**

519 Grant Rd

East Wenatchee, WA 98801

Tel: (509) 886-6500

**Department of Revenue**

Six Thirty Place, Suite B-3

630 N Chelan Avenue

Tel: (509) 663-9714

Closed 11:30-12:30

**Employment Security Department**

215 Bridge Street

Tel: (509) 662-0448

Yakima

**Department of Labor and Industries**

15 W Yakima Ave, Suite 100

Tel: (509) 454-3700

**Department of Revenue**

1714 South 16<sup>th</sup> Avenue

Tel: (509) 575-2783

**Employment Security Department**

306 Division Street

Tel: (509) 574-0137

## **Business E-Government Information Network**

[www.beginwa.org](http://www.beginwa.org)

*A comprehensive set of local government information and online services to businesses operating in the state of Washington. Find out what your city requires to obtain a business license.*

## **Office of Trade & Economic Development Business Technical Assistance**

128 10th Avenue SW  
P.O. Box 42525  
Olympia, WA 98504-2525  
(800) 237-1233 (in WA)  
Tel: (360) 725-4067  
Fax: (360) 586-0873  
TDD: (360) 753-7427  
and  
Westin Office Building  
2001 6th Avenue, Suite 2600  
Seattle, WA 98121  
Tel: (206) 956-3131  
Fax: (206) 956-3160  
[www.edd.cted.wa.gov/bac/](http://www.edd.cted.wa.gov/bac/)

## **Secretary of State**

Main Office-Legislative Building (Capitol)  
In-Person: The Legislative Building  
Tel: (360) 902-4151  
8:00 am to 5:00 pm  
E-mail: [mail@secstate.wa.gov](mailto:mail@secstate.wa.gov)  
Secretary Sam Reed: [sreed@secstate.wa.gov](mailto:sreed@secstate.wa.gov)  
[www.secstate.wa.gov/corps/default.htm](http://www.secstate.wa.gov/corps/default.htm)  
*How to obtain your state business license.*

## **Washington State Business Assistance Helpline**

800-237-1233 w/in Washington State  
Tel: (360)-725-4065 Olympia/outside WA  
TDD: (360)-753-7427 TDD  
[www.edd.cted.wa.gov/bac/bizinfo/default.htm](http://www.edd.cted.wa.gov/bac/bizinfo/default.htm)  
*Use this statewide toll-free telephone service to obtain information and referrals regarding starting or operating a business in the state of Washington.*

## Child Care License Resource List

### **Division of Child Care and Early Learning**

[www.wa.gov/dshs/occp/newdivision.html](http://www.wa.gov/dshs/occp/newdivision.html)

*Providers can obtain information regarding the licensing process and orientation dates by calling the Division of Child Care and Early Learning office at the DSHS in their region:*

#### Region 1:

(Counties served: Adams, Chelan, Douglas, Ferry, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Whitman)

Spokane: (509) 363-3309

Toll free: 800-557-9671

Regional Manager: Lee Williams,

Tel: (509) 363-3308

#### Region 2:

(Counties served: Asotin, Benton, Columbia, Franklin, Garfield, Kittitas, Walla Walla, Yakima)

Yakima: (509) 225-6272

Tri-Cities: (509) 737-2809

Sunnyside: (509) 836-5435

Regional Manager: Karri Livingston

Tel: (509) 225-6274

#### Region 3:

(Counties served: Island, San Juan, Skagit, Snohomish, Whatcom)

Everett: (425) 339-1928

Toll free: 800-320-4370

Mount Vernon, 360-416-7250

Toll free: 800-785-5582

Regional Manager: Larry Levine

Tel: (425) 339-4771

#### Region 4:

(Counties served: King)

Seattle, Child Care Homes:

Tel: (206) 721-6550

Toll free: 877-280-9292

Seattle, Child Care Centers:

(206) 721-6941

Toll free: 877-280-9292

Regional Manager: Judy Matthias,

Tel: (206) 721-6875

Kent, Child Care Homes:

Tel: (253) 395-0836

Toll free: 800-422-7880

Kent, Child Care Centers:

(253) 872-2266

Toll free: 800-422-7880

Regional Manager: Patricia Eslava-Vessey

Tel: (253) 872-4033

#### Region 5:

(Counties served: Kitsap, Pierce)

Tacoma, Day Care Centers:

Tel: (253) 983-6400

Toll free: 888-583-7254

Tacoma, Family Home Facilities:

Tel: (253) 983-6404

Bremerton: (360) 475-3599

Toll free: 800-423-6246

Regional Manager: Linda Kalinowski

Tel: (253) 983-6417

#### Region 6:

(Counties served: Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Klickitat, Lewis, Mason, Pacific, Skamania, Thurston, Wahkiakum)

Olympia: (360) 236-7050

Toll free: 877-487-4866

Port Angeles: (360) 565-2243

Vancouver: (360) 993-7946

Regional Manager: Bronwyn Vincent

Tel: (360) 236-7045

### **Department of Social & Health Services (DSHS)**

1313 W Meeker St #102

Kent WA 98032

Tel: (253) 395-0836 (Homes)

Tel: (253) 872-2266 (Centers)

Toll free: 800-422-7880

Fax: (253) 872-2780

**Washington STARS**

841 North Central Avenue #206

Kent, WA 98032

Tel: (253) 854-2565

Toll free: 800-727-3107

Fax: (253) 813-3646

Email: [www.stars@oz.net](mailto:www.stars@oz.net)

**The Washington State Child Care  
Resource & Referral Network**

917 Pacific Ave Ste 301

Tacoma, WA 98402-4434

Tel: (253) 383-1735

Fax: (253) 572-2599

Toll free: 800-446-1114

[www.childcarenet.org](http://www.childcarenet.org)

## **Family Child Care Resource Sheet - Organizations**

### **WASHINGTON STATE RESOURCES**

#### **The Washington State Child Care Resource & Referral Network**

917 Pacific Ave Ste. 301  
Tacoma, WA 98402-4434  
Tel: (253) 383-1735  
Fax: (253) 572-2599  
Toll free line: 800-446-1114  
[www.childcarenet.org/](http://www.childcarenet.org/)

*This statewide organization offers a wide range of services to support local CCR&R organizations, child care providers, and their communities.*

#### **Local Child Care Resource and Referral (CCR&R)**

*Child care resource and referral agencies can provide information about current market rates, link you with training opportunities, funding sources, provide free marketing and other resources.*

Check your local telephone directory or go to [www.childcarenet.org](http://www.childcarenet.org) for contact information.

#### **Child Care Information Exchange Exchange Press, Inc.**

PO Box 3249  
Redmond, WA 98073  
Tel: 800-221-2864  
Fax: (425) 867-5217  
Email: [info@childcareexchange.com](mailto:info@childcareexchange.com)  
[www.ChildCareExchange.com/](http://www.ChildCareExchange.com/)  
*This bi-monthly publication offers articles on business management, financing strategies, marketing, public relations, and program and curriculum development ideas.*

#### **Washington School Age Care Alliance (WASACA)**

South Sound YMCA  
510 Franklin Rd.  
Olympia, WA 98501  
Tel: (360) 705-2642  
Fax: (360) 786-8960

*Provides information about local funding resources and support for school-age child care projects.*

#### **Washington State Family Child Care Association**

205 S 43rd Street  
Tacoma, WA 98418-7706  
Tel: (253) 475-0952  
Toll Free: (888) 866-2555  
Fax: (253) 475-1103  
E-mail: [wsfccca@uswest.net](mailto:wsfccca@uswest.net)  
Website: <http://www.wsfcca.com>

*Washington State Family Child Care Association is a grassroots, nonprofit organization, of licensed/certified family child care providers within 20 local chapters, joined together in a statewide association.*

### **NATIONAL RESOURCES**

#### **Child Care Aware**

1319 F Street NW, Suite 500  
Washington, DC 20004  
Toll Free: 800-424-2246  
Email: [info@childcareaware.org](mailto:info@childcareaware.org)  
[www.childcareaware.org](http://www.childcareaware.org)

*Child Care Aware is a national initiative which can help you find the child care resource and referral agency in your area. To find a Child Care Resource and Referral agency (CCR&R) near you, call the Washington State CCR&R Contact at 800-446-1114 or contact Child Care Aware at 800-424-2246.*

**Child Care Law Center (CCLC)**

973 Market Street, Suite 550

San Francisco, CA 94103

Tel: (415) 495-5498

[www.childcarelaw.org](http://www.childcarelaw.org)

*CCLC has information on a variety of legal issues including liability and insurance issues, zoning and deed restrictions, contracts, and materials about the Americans with Disabilities Act (ADA).*

**National Association for Child Care Resource and Referral Agencies**

1319 F. Street, NW

Suite 500

Washington, DC 20004-1106

Tel.: 202-393-5501

Fax: 202-393-1109

[www.naccrra.net](http://www.naccrra.net)

*NACCRA aims to support local Child Care Resource and Referral Agencies and to strengthen the relationship between child care providers and child care resource and referral agencies.*

**National Association for the Education of Young Children (NAEYC)**

1509 16th Street NW

Washington, DC 20036

Tel: (202) 232-8777

Toll free: 800-424-2460

[www.naeyc.org](http://www.naeyc.org)

*NAEYC is the nation's largest organization of early childhood professionals. They have a catalog of brochures, books, posters, and videotapes on early childhood education topics ranging from the business of child care to classroom activities.*

**National Association for Family Child Care**

PO BOX 10373

Des Moines, Iowa 50306

Tel: (515) 282-8192

Fax: (515) 282-9117

Email: [nafcc@nafcc.org](mailto:nafcc@nafcc.org)

[www.nafcc.org](http://www.nafcc.org)

*The NAFCC offers a variety of publications and resources specific to the needs of those running a family child care.*

**National Child Care Association (NCCA)**

1016 Rosser Street

Conyers, GA 30012

Toll free: 800-543-7161

[www.nccanet.org](http://www.nccanet.org)

*The NCCA web site has up-to-date information and resources to help private, licensed child care center/preschool owners, administrators and directors stay on top of the industry and prepare for future growth and success*

**National Child Care Information Center**

243 Church Street, NW 2nd Floor

Vienna, Virginia 22180

Phone: 800-616-2242

Fax: 800-716-2242

TTY: 800-516-2242

[www.nccic.org](http://www.nccic.org)

*The National Child Care Information Center (NCCIC) is a national resource that links information and people to complement, enhance, and promote the child care delivery system, working to ensure that all children and families have access to high-quality comprehensive services.*



## **National Institute on Out-of School Time (NIOST)**

Center for Research on Women  
Wellesley College  
106 Central Street  
Wellesley, MA 02481  
Tel: (781) 283-2547  
Fax: (781) 283-3657  
[www.niost.org](http://www.niost.org)

*Among other things, NIOST publishes a manual on how to start a school-age program called School-Age Child Care: An Action Manual for the 90s and Beyond. Additional information about funding resources for school-age projects is available through the NIOST web site.*

## **National Network for Child Care**

<http://www.nncc.org/homepage.html>  
*NNCC unites the expertise of many of the nation's leading universities through the outreach system of Cooperative Extension. Their goal is to share knowledge about children and child care from the vast resources of the land-grant universities with parents, professionals, practitioners, and the general public. They network with committed*

## **National Resource Center for Health and Safety in Child Care**

UCHSC at Fitzsimons Nat'l Resource Center  
for Health & Safety in Child Care Campus  
Mail Stop F541 PO Box 6508 Aurora  
CO 80045-0508  
Toll free: 800-598-KIDS  
Fax: (303) 724-0960  
[www.nrc.uchsc.edu](http://www.nrc.uchsc.edu)

*This organization's web site offers an updated list of the child care licensure regulations in Washington State. The site also features the entire text of the National Health and Safety Performance Standards Guidelines for Out-of-Home Child Care Programs, which is the standard resource for health and safety issues in child care.*

## **Redleaf National Institute**

The National Center for the Business of Family Child Care  
Tom Copeland, Director  
450 North Syndicate Avenue, Suite 5  
St. Paul, MN 55104  
Tel: (651) 641-6675  
Fax: (651) 645-0990  
Email: [rni@redleafinstitute.org](mailto:rni@redleafinstitute.org)  
[www.redleafinstitute.org](http://www.redleafinstitute.org)

*This Web site is for family child care providers who want to be more successful as business owners. It is also for trainers, tax preparers, and organizations that assist providers in dealing with business issues. Publications available on record keeping, contracts, marketing, etc.*

## **Redleaf Press**

450 N. Syndicate, Suite 5  
St. Paul, MN 55104-4125  
Tel: 800-423-8309  
Fax: 800-641-0115  
[www.redleafpress.org](http://www.redleafpress.org)

*Redleaf Press is a publisher and a distributor of materials for early childhood educators. Their free catalog features a variety of informational resources on caring for children and how to operate a child care business.*

## **School-Age NOTES**

P.O. Box 40205  
Nashville, TN 37204  
Tel: (615) 279-0700  
Toll free: 800-410-8780  
Fax: (615) 279-0800  
E-mail for catalog orders only: [sanotes@aol.com](mailto:sanotes@aol.com)  
[www.schoolagenotes.com](http://www.schoolagenotes.com)

*This newsletter provides monthly ideas, strategies, and curriculum activities for working with school-agers. Their resource catalog has materials on discipline, science, health, administration, activities, and games for school-age programs. Before and After School Programs: A Start-Up and Administration Manual includes a complete set of materials for starting, operating, and expanding school-age child care programs.*

## **COMMERCIAL SUPPLY COMPANIES**

### **Community Playthings-Rifton Equipment**

PO Box 901  
Route 213  
Rifton, NY 12471  
Tel: 1-800-777-4244  
Fax: 1-800-336-5948  
sales@communityplaythings.com

### **Discount School Supply**

55 Penny Lane  
Watsonville, CA 95076-6017  
Tel: 831-763-3000  
Fax: 1-800-879-3753  
www.earlychildhood.com

### **Early Childhood Direct**

PO Box 369  
Landisville, PA 17538  
Tel: 1-800-784-5717  
Fax: 1-800-219-5253  
www.123ecd.com

### **Kaplan**

PO Box 609  
Lewisville, NC 2-023-0609  
Tel: 1-800-334-2014  
Fax: 1-800-452-7526  
info@Kaplanco.com

### **Lakeshore Learning Materials**

2695 E. Dominguez St.  
P.O. Box 6261  
Carson, CA 90749  
Tel: 1-800-421-5354  
Fax: 310-537-5403  
lakeshore@lakeshorelearning.com

### **Roylco**

Art Supplies  
3251 Abbeville Hwy,  
Anderson, SC 29624  
Tel: 1-800-362-8656  
Fax: 1-800-461-7328  
roylcous@mail.carol.net

## Book Keeping Resources Sheet

*Deciding the best book keeping method for your business is a personal decision. You may be more comfortable with a paper system. If you are considering purchasing book keeping software, be sure to ask if there is a free demo that you can try before buying the actual program. The following software record financial information while allowing you to keep track of child files, family accounts, and employees.*

### **Bookkeeping & Administration for the Smaller Business**

By Elvira Belleboni

*Easy to read/understand explanation of bookkeeping and administration with ample illustrations. Designed for the business owner, for those starting a business, and those changing careers or returning to the work force. All the information is relevant and to be used on daily operations.*

### **ChildCare Office Pro**

133 N. Friendswood, 125

Friendswood, TX 77546

Tel: (281) 480-1793

8:30am until 5:00pm (CST)

Email: [inquiry@childcareoffice.com](mailto:inquiry@childcareoffice.com)

[www.childcareoffice.com](http://www.childcareoffice.com)

*The Child Care Office Pro Software boasts the ability to keep track of nearly all of your record keeping needs. It keeps track of child files alerting you when a child is due for an immunization or has a birthday in the next week. It will alert you of past due accounts or tell you your expenses for the last year or quarter. It also features a computerized child and employee sign-in. ChildCare Office Pro Version 2.02 is Windows 95, Windows 98, Windows ME compatible, requires approx. 20MB disk space, and runs best on 200+ mhz systems with 32MB RAM or more. Approximately \$250.*

### **Keeping the Books : Basic Recordkeeping and Accounting for the Successful Small Business (Keeping the Books, 5th Ed)**

By Linda Prinson

*The premier resource for basic bookkeeping and business record management, Keeping the Books is a comprehensive, yet down to earth, treatment of one of the most important, yet often neglected, aspects of running a business. User-friendly and packed with easy-to-understand illustrations, worksheets, and forms, this popular financial reference tool is completely updated, and replete with the variety of IRS forms that entrepreneurs have to be familiar with. From updating car and transportation expenses to exploding the myths around independent contractors, the author presents everything a small company needs to know to maintain proper records.*

### **Pinnacle Software Systems**

1107 Tulane

West Monroe, Louisiana 71291

Tel.: (318) 547-9533

9:00am - 5:00pm (CST)

Monday – Friday

Email: [Sid.Farmer@daycaresoft.com](mailto:Sid.Farmer@daycaresoft.com)

[www.daycaresoft.com](http://www.daycaresoft.com)

*Day Care Manager is a full featured, automated system for Child Care operations of all kinds. Originally written for a Church Day Care, it features complete child demographics information, charge/payment tracking, release lists, medical records, and contact phone numbers. Weekly billing as well as assessment of late fees are automatic and billing days are chosen in the program settings. The system produces class rosters and waiting lists. It also produces timely reports including income statements, delinquent payments lists, and individual ledgers. The system accommodates mixed families with different last names by linking children to family units. \$55*

### **ProCare Lite**

3629 Aviation Way,

Medford, OR 97504

Tel.: 800- 338-3884

Email: sales@procaresoft.com

www.procaresoft.com

*Designed for the family day care home or smaller center, ProCare Lite comes prepackaged with Family Data, Accounts Receivable & Food Program to cover both your accounting and child care needs. A free demo is available. \$195*

### **Redleaf Press**

450 N Syndicate, Ste. 5

St. Paul, MN 55104

Tel.: 800-423-8309

Fax: 800-641-0115

www.redleafpress.org

#### **Calendar-Keeper Software**

*Be supremely organized with the most comprehensive family child care record-keeping system available. The Calendar-Keeper gives you monthly expense charts for all purchases; monthly attendance and payment log for parent fees; Food Program tallies for meals, expenses, and claims; weekly/quarterly income record; important record-keeping advice; worksheets that make tax time a breeze; convenient mileage record; ready-to-use waiting list; fire and emergency drill records; easy-to-find emergency numbers; recipes and menus with CACFP crediting; nutrition information and fun activities; and a handy envelope for receipts. Includes monthly marketing advice from the Family Child Care Marketing Guide and an exclusive article, "Spotting Problems in Your Tax Return," by Tom Copeland, director of Redleaf National Institute. Big 12 x 9, 92-page format has space to record 37 children. Spiralbound; will hang or lie flat. Spanish version available.*

### **The Business of Family Child Care with Tom Copeland: How to Be Successful in Your Caring Profession**

Produced by the Soho Center with Redleaf Press

*This video for family child care providers, trainers, and licensors covers the seven most important rules for record keeping. Includes interviews with family child care providers, a viewer's guide with discussion questions for trainers, and additional resource lists. Learn how to manage your business right. Video, 25 min.*

### **SDS Software Solutions**

2679 Rifle River Trail

West Branch, MI 48661

Tel: 800-486-6960

Support Tel.: (517) 345-1076

Fax: (517) 345-1019

www.daycaresoftware.com

#### **Day Care Information Systems Pro 2000 Lite**

*allows you to track child and employee information, billing, invoicing, expenses, and much, much more. \$89.95*

*The SignIn Module 2000 LITE software is an add on package that allows you to maintain a complete record of when each and every child is at your center, and also use it as an employee time clock. \$39.95*

*Free demo software is available.*

### **QUICK BOOKS TRAINING & SUPPORT RESOURCES**

#### **Mind Leaders**

851 West Third Avenue, Building 3

Columbus, OH 43212

Tel: 800-223-3732

www.mindleaders.com/catalog/qbkc01.htm

#### **The First Time in QuickBooks**

*This online course for anyone who requires a business accounting program explains how to get started with QuickBooks and how to begin the EasyStep Interview process. It takes about 3 hours.*

**QuickSource**

QuickBooks Accounting Support Center

Tel: (206) 417-0375

8am to 4 pm PST

Monday-Friday

Email: [info@thequicksourc.com](mailto:info@thequicksourc.com)

[www.quicksourcecenter.com](http://www.quicksourcecenter.com)

*QuickSource offers workshops, training, bookkeeper testing and certification to learn how to manage your books with QuickBooks. This local business has experience training child care providers how to use QuickBooks.*

**QuickBooks**

Tel.: 888-246-8848

6 am to 5pm (PT)

Monday - Friday

[www.quickbooks.com/](http://www.quickbooks.com/)

*QuickBooks 2001 is one of the leading accounting software programs. Although this program is not specifically made for child care businesses, it can still be an efficient program for keeping your books. To use it, you don't need any special accounting knowledge—it's as simple as filling in familiar checks, invoices, and forms onscreen. Order a free 30-day trial to see if it works for you. \$249.95*



## Funding Sources Resource Sheet

### **CHILD CARE MICRO LOAN PROGRAMS**

#### **Benton/Franklin Community Action Committee**

Pasco: Adams, Benton, Columbia, Franklin,  
Grant, Klickitat, Walla Walla  
Contact: Judith Gidley/Andrea Derr  
720 W. Court St., Pasco 99301  
Tel: (509) 545-4042 ext 210/204  
Fax: (509) 544-9691  
JudieG@bfcac.org/Aderr@bfcac.org

#### **Cascadia Revolving Fund**

www.cascadiafund.org  
Contact: Mary Ann Johnson  
Tel: 206-447-9226 x103  
Email: \_HYPERLINK  
"mailto:maj@cascadiafund.org"\_maj@cascadi  
afund.org\_  
*Childcare providers may obtain a loan of up to  
\$300,000  
Interest rates range from 8-10%  
Loan term lengths range from 12 to 84 months  
Monthly loan payments may be as little as  
\$130, depending on the amount, rate, term and  
closing costs of the loan*

#### **The Child Care Facility Fund**

Contact: Gail Gosney  
P.O. Box 48300,  
Olympia, WA 98504-8300,  
Tel: (360) 586-3023  
Fax: (360) 586-0873  
E-mail: gailg@cted.wa.gov  
<http://edd.cted.wa.gov/bac/cca/default.htm>  
*This fund offers financial and technical  
assistance to businesses to start or expand  
employer-based child care facilities.*

#### **The Child Care Micro Loan**

P.O. Box 42525  
Olympia, WA 98504  
Contact: Gail Gosney  
Tel: (360) 725-4034  
Fax: (360) 586-0873  
E-mail: gailg@cted.wa.gov  
or  
Contact: Tom Stilz  
Tel: (360) 725-4045  
E-mail: toms@cted.wa.gov  
<http://www.childcarenet.org/Microloans.htm>  
*Five community lending institutions throughout  
Washington, together, have nearly \$1M to be  
dispersed in small loans ranging up to \$5,000 for  
in-home childcare businesses. Loans may be used to  
help pay for start-up facility costs, health and safety  
improvements and minor renovation costs. Training  
and technical assistance is available as well to help  
to prepare your businesses for the loan.*

#### **Community Capital Development**

Seattle: King, Kitsap, Kittitas, Snohomish, Skagit,  
Whatcom  
Contact Pam Jones/Suzanne Tessaro  
1437 S Jackson #302, Seattle 98144  
Tel: (206) 324-4330 ext 105/110  
Fax: (206) 324-4322  
Email: Pamelaj@seattleccd.com  
Email: Suzannet@seattleccd.com  
*5,000 Max for in-home loans  
25,000 Max for center loans*

## **Community Facilities Loan and Grant Program**

Contact: Paul Johnson

Tel: (360) 704-7761

[www.rurdev.usda.gov/ne/comdevel.htm](http://www.rurdev.usda.gov/ne/comdevel.htm)

*This program provides loans and grants to construct, enlarge, extend, or otherwise improve community facilities providing essential services in rural areas and towns with a population of 20,000 or less.*

## **Metropolitan Development Council**

Tacoma: Pierce, Thurston

Contact: Teresa Lemmons

202 N Tacoma Ave #D, Tacoma 98403

Tel: (253) 591-7026

Fax: (253) 572-5583

Email: [Ceo@seatac.net](mailto:Ceo@seatac.net)

## **Northwest Regional Facilitators**

Spokane: Spokane, Lincoln, Ferry, Stevens, Pend Oreille

Contact: Kathy Thamm

525 E Mission Ave, Spokane 99202

Tel: (509) 484-6733

Fax: (509) 483-0345

Email: [Frc@iea.com](mailto:Frc@iea.com)

## **Washington CASH**

Seattle: King, Island, San Juan, Skagit, Snohomish, Whatcom

Contact: Peter Rose

410 Boston Street, Seattle 98109

Tel: (206) 352-1945

Fax: (206) 352-1899

Email: [Washcash@nwlink.com](mailto:Washcash@nwlink.com)

## **SMALL BUSINESS**

### **ADMINISTRATION LOANS**

#### **Seattle**

Park Place Building - 1200 Sixth Avenue, Suite 1700

(corner of Sixth and University in downtown Seattle)

Seattle, WA 98101-1128

General Info: (206) 553-7310

Business Info Center: (206) 553-7311

SCORE Desk: (206) 553-7320

[www.sba.gov/wa/seattle/index5.html](http://www.sba.gov/wa/seattle/index5.html)

## **SMALL BUSINESS**

### **ADMINISTRATION LOANS**

#### **Spokane**

Spokane Regional Business Center

801 W. Riverside Avenue, Suite 200

Spokane, Washington 99201

Tel: (509) 353-2800

[www.sba.gov/wa/spokane/index5.html](http://www.sba.gov/wa/spokane/index5.html)

*The SBA offers a variety of loans for small businesses.*

### **GRANTS**

## **Community Development Block Grants**

CDBG Public Services Grant

Contact Kaaren Roe, Project Manager

Tel: (360) 725-3018 or

Email: [kaarenr@cted.wa.gov](mailto:kaarenr@cted.wa.gov).

CSBG Program:

Contact Ed Barton, Program Manager

Tel: (360) 725-2852 or

Email: [edb@cted.wa.gov](mailto:edb@cted.wa.gov).

*Call to find out if grants are available in your county.*

## **Child Care Resource and Referral**

[see Family Child Care Resources sheet]

*Infant Toddler Capacity Grant monies and TANF*

*Capacity Building monies may be available through your local Child Care Resource & Referral*



## **FOOD SUBSIDY PROGRAMS**

### **Child and Adult Care Food Program**

Office of Superintendent of Public Instruction  
(OSPI)

Old Capitol Building  
600 South Washington Street

P.O. Box 47200

Olympia, WA 98504-7200

Tel: (360) 725-6000

Tel: (360) 753-3580

Fax: 360-664-9397

HYPERLINK

"<http://www.k12.wa.us/ChildNutrition/99CACFP.asp>"

*The Child and Adult Care Food Program (CACFP) provides federal funds to nonresidential child and adult care facilities to serve nutritious meals and snacks. The goal of the CACFP is to improve and maintain the health and nutritional status of children and adults in care while promoting the development of good eating habits. Eligible programs include non-residential licensed public or private nonprofit child care centers or family day care homes. For-profit child care centers may participate if at least 25% of their total enrollment or license capacity, whichever is less, receive compensation under Title XX of the Social Security Act.*

### **City of Seattle Child Care Nutrition Program**

Contact: Sandria Woods-Pollard

Tel: (206) 386-1148

Fax: (206) 386-1138

618 2<sup>nd</sup> Avenue, 4<sup>th</sup> Floor  
Seattle, WA 98104

### **Columbia Basin Edu-Care Association**

PO Box 18340

Spokane, WA 99228-0340

Tel: (509) 467-4436

Tel: 1-800-282-3066

[www.edu-care.org](http://www.edu-care.org)

USDA food program sponsor.

### **Rainbow Valley Day Care Homes**

10900 NE 4<sup>th</sup> Street #1920

PO Box 97500

Bellevue, WA 98009

Tel: (425) 637-7997

Tel: 1-800-735-7205

Fax: (425) 637-7996

*Rainbow Valley is a local sponsor of the UDSA Child Care Food Program. They have been a sponsor since 1997 and have 1,500 members throughout Washington State.*

### **Northwest Child Nutrition**

Contact: Shelby Nelson

Tel: 1-800-546-3383

1520 Broadway, Suite 103

Everett, WA 98201

*Provide reimbursement to licensed in-home childcare for food provided to children. Serve all of Western Washington and parts of Eastern Washington.*



## Family Child Care Insurance Providers

*This is a partial listing of insurance companies that offer coverage to child care providers in Washington State. These companies did not pay to be included, and their inclusion does not imply endorsement.*

### **American Federation of Daycare Services, Inc.**

P.O. Box 440544  
Kennesaw, GA 30144  
Toll free: 800-476-4940  
Email: [mjbates@thomcoins.com](mailto:mjbates@thomcoins.com)  
[www.afds.com](http://www.afds.com)

*This insurance program offers a variety of coverage options for family child care providers.*

### **Morgan & Associates**

5705 95<sup>th</sup> Place SW  
Mukilteo, WA 98275  
Tel: (425) 348-6557  
Automated System:  
800-520-8980  
Fax: (425) 348-7662  
[www.morganinsurance.com](http://www.morganinsurance.com)

*Morgan & Associates is an insurance brokerage that offers comprehensive coverage to family child care providers. They offer liability insurance that has coverage options specific to child care like dog coverage, swimming pool coverage and abuse/molestation coverage.*

### **Washington State Family Child Care Association (WSFCCA)**

WSFCCA Program  
P.O. Box 731048  
Puyallup, WA 98373  
Tel: (253) 864-6186  
Toll free: 888-866-2555

*This grassroots, nonprofit organization provides Child Care Liability Insurance and Accident/Medical Insurance to family child care businesses in Washington state. Call to find out about the chapter closest to you.*



## Tax Resource Sheet

### **Department of Revenue**

Telephone Info Center: 800-647-7706

Teletype: 800-451-7985

Email: [Communications@dor.wa.gov](mailto:Communications@dor.wa.gov)

[www.dor.wa.gov/](http://www.dor.wa.gov/)

*The Department of Revenue answers tax questions. You can also look for new business information, child care publications, and tax information.*

#### Bremerton

4841 Auto Center Way Suite 201

Bremerton, WA 98312-4394

Tel: (360) 478-4961

Tuesday, Thursday and Friday:

8 am - 11:30 am, 12:30 pm - 5 pm

#### Olympia

Target Place Complex

2735 Harrison Ave Northwest Suite 440

PO Box 12900

Olympia, WA 98508-2900

Tel: (360) 753-3181

Monday - Friday

8:00 - 11:30 am and 12:30 - 5:00 pm

#### Seattle

2101 - 4th Avenue Suite 1400

Seattle, WA 98121-2300

Tel: (206)956-3002

Monday-Friday

8 am - 5 pm

#### Spokane

4407 North Division Street Suite 300

Spokane, WA 99207-1685

Tel: (509) 482-3800

Monday- Friday

8 am - 5 pm

#### Tacoma

3315 South 23rd Street Suite 300

Tacoma, WA 98405-1605

Tel: (253) 593-2722

Monday-Friday

8 am - 5 pm

### **Washington State Department of Labor and Industries**

#### Aberdeen

415 West Wishkah, Suite 1B

Aberdeen, WA 98520-0013

Tel: (360) 533-8200

Fax: (360) 533-8206

TDD: (360) 533-9336

#### Bellevue

616 120th Avenue NE, Suite C201

Bellevue, WA 98005-3037

Tel: (425) 990-1400

Fax: (425) 990-1446

TDD: (425) 637-5450

*Note: Master Business License Applications accepted only between 9 a.m. and 12 p.m. at this location.*

#### Bellingham

1720 Ellis Street, Suite 200

Bellingham, WA 98225-4600

Tel: (360) 647-7300

Fax: (360) 647-7310

TDD: (360) 647-7299

#### Bremerton

500 Pacific Avenue, Suite 400

Bremerton, WA 98337-1904

Tel: (360) 415-4000

Fax: (360) 415-4047

TDD: (360) 415-4014

Colville

298 South Main, Suite 203  
Colville, WA 99114-2416  
Tel: (509) 684-7417  
Toll-free: 800-509-9174  
Fax: (509) 684-7416

East Wenatchee

519 Grant Road  
East Wenatchee, WA 98802-5459  
Tel: (509) 886-6500  
or 800-292-5920  
Fax: (509) 886-6510  
TDD: (509) 886-6512

Everett

729 100th St. S.E.  
Everett WA 98208-3727  
Tel: (425) 290-1300  
Fax: (425) 290-1399  
TDD: (425) 290-1407

Kennewick

500 N Morain, Suite 1110  
Kennewick, WA 99336-2683  
Tel: (509) 735-0100  
Fax: (509) 735-0120  
TDD: (509) 735-0146  
Toll free: 800-547-9411

Longview

900 Ocean Beach Hwy  
Longview, WA 98632-4013  
Tel: (360) 575-6900  
Fax: (360) 575-6918  
TDD: (360) 575-6921

Moses Lake

3001 W. Broadway Ave.  
Moses Lake, WA 98837-2907  
Claims/industrial insurance:  
(509) 764-6912  
Electrical - (509) 764-6900  
Tel: (509) 764-6900  
Fax: (509) 764-6923  
TDD: (509) 754-6030

Mount Vernon

525 E College Way, Suite H  
Mount Vernon, WA 98273-5500  
Tel: (360) 416-3000  
Fax: (360) 416-3030  
TDD: (360) 416-3072

Okanogan

1234 2nd Avenue S  
Okanogan, WA 98840-9723  
(509) 826-7345  
Fax: (509) 826-7349  
TDD: (509) 826-7370

Port Angeles

1605 East Front Street, Suite C  
Port Angeles, WA 98362-4628  
Tel: (360) 417-2700  
Fax: (360) 417-2733  
TDD: (360) 417-2752

Pullman

1250 Bishop Blvd SE, Suite G  
PO Box 847  
Pullman, WA 99163-0847  
Tel: (509) 334-5296  
Toll-free: 800-509-0025  
Fax: (509) 334-3417

Seattle

300 W Harrison Street  
Seattle, WA 98119-4081  
Tel: (206) 281-5400  
Fax: (206) 281-5529  
TDD: (206) 281-5528

Spokane

901 N Monroe Street, Suite 100  
Spokane, WA 99201-2149  
Tel: (509) 324-2600  
Toll-free: 800-509-8847  
Fax: (509) 324-2601  
TDD: (509) 324-2653

Tacoma

950 Broadway, Suite 200  
Tacoma, WA 98402-4453  
Tel: (253) 596-3800  
Fax: (253) 596-3956  
TDD: (253) 596-3887

### Tukwila

PO Box 69050  
12806 Gateway Drive  
Seattle, WA 98168-1050  
Tel: (206) 248-8240  
Fax: (206) 248-8296  
TDD: (206) 248-8245

### Tumwater

Mailing address: PO Box 44851  
Olympia, WA 98504  
Physical address: 7273 Linderson Way SW  
Tumwater, WA 98501  
1st Floor, Lobby  
Tel: (360) 902-5799  
Fax: (360) 902-5792  
TDD: (360) 902-4637

*Please note: The physical address for the Tumwater building is not for U.S. Postal Service mail (unless specifically requested by USPS). Using this address may significantly delay delivery.*

### Vancouver

312 SE Stonemill Dr, Suite 120  
Vancouver, WA 98684-3508  
Tel: (360) 896-2300  
Fax: (360) 896-2345  
TDD: (360) 896-2304

### Walla Walla

1815 Portland Avenue, Suite 2  
Walla Walla, WA 99362-2246  
Tel: (509) 527-4437  
Fax: (509) 527-4486  
TDD: (509) 527-4172

### Yakima

15 W. Yakima Avenue, Suite 100  
Yakima, WA 98902-3480  
Tel: (509) 454-3700  
Toll-free: 1-800-354-5423  
Fax: (509) 454-3710  
TDD: (509) 454-3741  
Toll free: 800-547-8367  
[www.wa.gov/lni/](http://www.wa.gov/lni/)

*Learn about paying L&I insurance on employees.*

### **Internal Revenue Service**

1-800-829-1040  
[www.irs.ustreas.gov/smallbiz/index.htm](http://www.irs.ustreas.gov/smallbiz/index.htm)  
*This website offers tax assistance specifically for small businesses. Use the telephone number for live telephone assistance.*

### **Redleaf National Institute**

The National Center for the Business of Family Child Care

Tom Copeland, Director  
450 North Syndicate Avenue, Suite 5  
St. Paul, MN 55104  
Tel: (651) 641-6675  
Fax: (651) 645-0990  
Email: [rni@redleafinstitute.org](mailto:rni@redleafinstitute.org)  
[www.redleafinstitute.org](http://www.redleafinstitute.org)

This Web site is for family child care providers who want to be more successful as business owners. It is also for trainers, tax preparers, and organizations that assist providers in dealing with business issues. Publications available on record keeping, contracts, marketing, etc.





## Small Business Development Centers

*For business plan help:*

### Auburn

#### **Green River Community College**

108 South Division Street, Suite A  
Auburn, WA 98001-5316  
Deanna Burnett-Keener  
253-333-1600 ext 18  
dburnett@grcc.ctc.edu

### Bellevue

#### **Bellevue Community College**

300 Landerholm Circle SE  
Bellevue, WA 98007-6484  
Bill Huenefeld  
425-564-2888  
bhuenefe@bcc.ctc.edu

### Bellingham

#### **Western Washington University**

119 N. Commercial, Suite 195  
Bellingham, WA 98225-4455  
Tom Dorr  
360-733-4014  
tom.dorr@wwu.edu

### Bremerton

#### **Olympic College**

654 4th Avenue  
Bremerton, WA 98337-1699  
Susan Segler  
360-478-4839 ext 23  
ssegler@oc.ctc.edu

### Centralia

#### **SBDC**

1611 N National (POB 916)  
Chehalis, WA 98532  
360-736-9391 ext 330

### Chehalis

#### **Lewis County EDC**

1611 N National (POB 916)  
Chehalis, WA 98532  
360-748-0114

### Everett

#### **Edmonds Community College**

Quadrant I-5 Corporate Park 728  
134th SW, Suite 128  
Everett, WA 98204-5322  
Ron Battles  
425-640-1468  
rbattles@edcc.edu

### Moses Lake

#### **Big Bend Community College**

7662 Chanute Street, Bldg. 1500  
Moses Lake, WA 98827-3299  
509-762-6289

### Mt. Vernon

#### **Skagit Valley College**

204 W. Montgomery  
Mt. Vernon, WA 98273  
Astrid Aamot  
360-428-1282  
aamot@skagit.ctc.edu

### Okanogan

#### **OCCED**

203 South 2<sup>nd</sup> (Box 741)  
Okanogan, WA 98840  
509-826-5107

### Olympia

#### **South Puget Sound Community College**

721 Columbia Street SW  
Olympia, WA 98501  
Doug Hammel  
360-753-5616  
doughshammel@olywa.net

### Port Angeles

#### **SBDC**

102 East Front Street (PO Box 1085)  
Port Angeles, WA 98362  
Kathleen Purdy, Washington State University  
360-457-7299  
kpurdy@clallam.org

Port Townsend

**SBDC**

540 Water Street #1  
PO Box 1849  
Port Townsend, WA 98368  
Kathleen Purdy, Washington State University  
360-379-9871  
kpurdy@clallam.org

Seattle

**South Seattle Community College**

6000 16th Avenue SW  
Seattle, WA 98106  
Corey Hansen  
206-768-6855  
ssccsbdc@hotmail.com

**SBA Business Enterprise Center**

1200 Sixth Avenue, Suite 1700  
Seattle, WA 98101  
Michael Franz, Washington State University  
206-553-7328 mfranz@connectexpress.com

**Seattle SBDC**

3600 15th Avenue W. Suite 303  
Seattle, WA 98119  
Warner Wong, Washington State University  
206-464-5450  
wwong@wolffenet.com

Spokane

**Washington State University**

Lead Center: 601 W. First Avenue  
Spokane, WA 99202-3899  
Carolyn Clark, State Director  
509-358-7765  
clrk@wsu.edu

**WSU/Spokane**

SIRTI Bldg., 665 N. Riverpoint Blvd.  
Spokane, WA 99202  
509-358-7890

Tacoma

**Tacoma Business Assistance Center  
SBDC**

1101 South Yakima M-123  
Tacoma, WA 98402  
David T. Young  
253-680-7768  
dyoung@bates.ctc.edu

Tri-Cities

**TRIDEC**

Columbia Basin College  
901 N. Colorado  
Kennewick, WA 99336  
509-735-6222

Vancouver

**Washington State University**

200 SE Park Plaza Drive, Suite 1005  
Vancouver, WA 98684  
Janet Harte, 360-260-6372  
harte@vancouver.wsu.edu

Walla Walla

**Walla Walla Community College**

500 Tausick Way  
Walla Walla, WA 98362  
509-527-4681

Wenatchee

**Quest SBDC**

327 Penny Road  
Industrial Building #2, Suite D  
Wenatchee, WA 98801  
509-662-2116

Yakima

**Yakima Valley Community College**

16<sup>th</sup> & Nob Hill  
PO Box 22520  
Yakima, WA 98807  
509-574-4935